



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
Ft Harrison, Montana 59636-4789

DATE: 01 December 2006

HUMAN RESOURCES OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-318
CLOSING DATE: 05 December 2006

THIS POSITION IS ADVERTISED FOR FIVE (5) DAYS.

BARGAINING UNIT POSITION: **Accounting Technician, GS-0525-06/07**

SALARY RANGE: GS-06 \$31,601.00 - \$41,080.00 PA (per annum)
GS-07 \$35,116.00 - \$45,648.00 PA (per annum)

LOCATION: USP&FO, Helena, MT

SELECTING OFFICIAL: Mr. Alan Lloyd

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒
COMPATIBILITY: CMF/MOS: 71/42A, 42F, 42L, 44C, 92A, 92Y, 92Z
SUPERVISORY ☐ NON-SUPERVISORY ☒ PERMANENT ☒

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

- ☒ AREA I All excepted permanent technicians in the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosures 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: If filled at the GS-06, promotion potential to GS-07 upon completion of a classification desk audit.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 70265000/70265A00. If applicant desires, a copy of the PD can be obtained from the HRO. The purpose of the position is to perform a variety of duties in connection with the maintenance of accounts in an automated environment using a general ledger chart of accounts. Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Conducts joint reviews and maintenance of unliquidated obligations file and all substantiating documents.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training as they relate to the

basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement. Complete and accurate data is essential to ensure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Placement Plan (DMAMT (AR) Regulation 690-335) applies to Area II applicants. **THIS IS A BARGAINING UNIT POSITION.**

PCS FUNDS NOT AVAILABLE.

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST
Lt Col, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-318

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR ACCOUNTING TECHNICIAN, GS-0525-06, 70265000A

1. Ability to apply accounting procedures.
2. Ability to file and maintain records.
3. Knowledge of Windows based programs, such as Microsoft Word and Microsoft Excel.
4. Ability to follow standardized procedures.
5. Ability to interpret and analyze data.

GENERAL EXPERIENCE: General clerical experience, education, or training which demonstrates accounting aptitude.

SPECIALIZED EXPERIENCE: Must have 9 months of specialized experience in performing clerical or administrative duties.

KSA'S FOR ACCOUNTING TECHNICIAN, GS-0525-07, 70265000

1. Skill in applying accounting principles and procedures.
2. Ability to present financial material or reports to non-accounting staff.
3. Ability in using Windows based programs, such as Microsoft Word and Microsoft Excel and inputting data into an automated accounting system.
4. Ability to reconcile accounts.
5. Skill in interpreting and analyzing accounting data.

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the candidate has accounting aptitude.

SPECIALIZED EXPERIENCE: Must have 12 months of specialized experience in performing accounting, data maintenance, and account reconciliations.

/signed/
Alan B. Lloyd
MTARNG, USPFO
Accounting Officer

Enclosure 1